Section:	06	Title:	Information Security
Sub Section:	05	Title:	Communications
Document:	06	Title:	Fax

1. STANDARD

Sending and receiving of information by facsimile transmission (Fax) will be controlled ensuring that established security factors are met.

1.1. Summary of Standard Changes

1.2. Purpose

To ensure that information sent or received by Fax will have the same confidentiality as any other information under ISD stewardship or custodianship.

1.3. Scope

Applies to all Faxes sent or received by ISD by ISD personnel.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

ISD will monitor Fax logs, enforce procedures for transmission of sensitive information, and ensure that misuses of equipment standards are upheld.

1.7. Implications

ISD personnel must be aware of the proper usage of Fax equipment and the necessary security measures for the information being transmitted.

1.8. References

1.9. Attachments

2. FAX TRANSMISSION PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. When sensitive information is to be sent, the recipient will first be notified of the time of transmission and will agree that an authorized person will be present at the destination machine when the material is sent.

STANDARDS AND PROCEDURES	
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2.2.2. When sensitive information must be faxed, a cover sheet containing restricted dissemination notice (approved by an authorized steward or custodian) will first be sent and acknowledged by the recipient. After acknowledgment, the information is immediately sent.

2.2.3. All inbound and outbound fax transmission will be logged and the log retained for a period of one year. Fax machines that do not automatically generate a log of faxes will be accompanied by a manual log.

2.3. References

2.4. Attachments

3. MISUSE OF FAX EQUIPMENT PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

3.2.1. Fax logs will be monitored on a monthly basis for evidence of misuse.

3.2.2. Procedures detailed in Section 6 (ISD Security), Sub-Section 4 (Physical Security), Document 8 (Misuse of State Equipment) will be followed.

3.3. References

3.4. Attachments

4. FAX TRANSMISSION TRAINING PROCEDURES

4.1. Summary of Procedure Changes

4.2. Procedure Details
All fax transmission procedures, along with misuse of equipment guidelines will be presented as part of the Security Awareness training seminars.

4.3. References
Section 6 (ISD Security), Sub-Section 1 (General Security Policy), Document 6 (Security Awareness)

4.4. Attachments